



# **US Army Corps of Engineers®**

Headquarters

**Chief of Engineers**

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## **Landscape Architect of the Year Award Program - 1997**

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# **Instructions**

Headquarters  
Directorate of Military Programs  
Engineering Division  
Washington, DC

**CHIEF OF ENGINEERS  
LANDSCAPE ARCHITECT OF THE YEAR AWARD PROGRAM - 1997**

**1. Purpose.** These instructions establish the U.S. Army Corps of Engineers (USACE) Landscape Architect of the Year Award Program, describe the award, define qualifying criteria for judging nominees, and describe the procedures for selecting the awardee.

**2. Applicability.** These instructions apply to all HQUSACE/OCE elements, major subordinate commands, districts, laboratories, and field operating activities (FOA).

**3. Reference.**

a. ER 672-1-10, *Landscape Architect of the Year Award Program*, dated 2 March 1992 which previously contain these instructions.

b. ER 672-1-18, dated 1 January 1995, which requires informal announcements for USACE-wide awards programs.

c. EC 25-1-218, dated 1 March 1995, which rescinds ER 672-1-10, *Landscape Architect of the Year Award Program*, dated 2 March 1992.

**4. General.** The USACE Landscape Architect of the Year award will be presented annually to one person in recognition for his or her contribution to excellence in landscape architectural design and the landscape architectural profession in the three fiscal years preceding the award.

**5. Eligibility.**

a. All registered landscape architects, military and civilian, at any grade or rank within USACE whose nominations are submitted by their activity commander/director in accordance with the guidance contained in Appendix A are eligible for the USACE Landscape Architect of the Year award.

b. Each activity commander/director may establish an appropriate award to

recognize an outstanding registered landscape architect within his or her command. The basis for selection will conform to the criteria for the USACE-wide award.

## **6. Nominations.**

a. Activity commanders/directors should establish a committee of senior employees within their activity to review nominations for this award.

b. Activity commanders/directors may submit only one nomination from his or her activity for this award.

c. Nomination packages should be submitted directly to HQUSACE (CEMP-EA) so that all submittals are received by 28 February 1997. An original and four copies of the nomination are required.

## **7. Screening Panel and Selection.**

a. Nominations will be evaluated and rated by a screening panel to determine the best qualified person.

b. The Chief, Engineering Division, Directorate of Military Programs, HQUSACE, will select three (3) registered landscape architects from outside USACE with technical and professional expertise in landscape architecture, or previous recipients of this award, to serve as members of the screening panel. Screening panel members will be compensated for their expenses.

c. The screening panel members will rank and evaluate the nominations in accordance with a rating scheme developed from the criteria contained in Appendix A and make recommendations to the Chief, Engineering Division, Directorate of Military Programs, HQUSACE. Final selection will be made by the Director of Military Programs, and forwarded to the Commander, USACE, for final approval.

**8. Evaluation Factors.** The following factors will be evaluated in determining the best qualified registered landscape architect.

a. Specific contributions.

- b. Excellence in landscape architectural design.
- c. Professional registration.
- d. Leadership in career development and education.
- e. Performance and recognition.
- f. Contributions to the profession within and outside USACE.
- g. Mentorship to intern and intermediate level landscape architects.
- h. Outside USACE activities and community support.

9. **Awards.**

a. The recipient of the award will be presented a 300 mm by 380 mm (approximate) plaque to be permanently retained by the recipient.

b. This award is honorary and does not have any monetary stipend associated with it. However, activity commanders/directors are encouraged to consider a monetary award within their command/directorate in accordance with the USACE Incentive Awards Program.

10. **Award Presentation.** The USACE Landscape Architect of the Year Award will be presented at the annual USACE Anniversary Awards Ceremony in Washington, DC, or at some other appropriate time and place. The cost of travel and per diem for the awardee will be budgeted and paid by CEMP-EA.

11. **Proponent.** The Architectural and Planning Branch, Engineering Division, Directorate of Military Programs, HQUSACE is the proponent for this award. Any suggestions for improvement should be sent to HQUSACE, (CEMP-EA), Washington DC 20314-1000.

## APPENDIX A

### INSTRUCTIONS FOR SUBMISSION OF INDIVIDUAL AWARD

**1. Submission Requirements.** Nominations for the USACE Landscape Architect of the Year award will consist of the activity commander's/director's transmittal memorandum, a DA Form 1256 (signed by the nominating activity commander/director), proposed citation, a narrative justification and samples of the nominee's work.

**2. DA Form 1256.** An original DA Form 1256 signed by the nominating activity commander/director in block 7 will be included in the nomination package. Blocks 1, 2, 3, 4, and 6a "Other," should also be filled out.

**3. Justification.** A narrative justification will be included in the nomination package as follows:

a. A biographical sketch on not more than two sheets of plain bond paper, both sides, consisting of:

- (1) Name of the nominee.
- (2) Position title, series, and grade.
- (3) Organization and location.
- (4) Education.
- (5) Professional registration.
- (6) Membership in professional societies.

(7) A listing of previous awards and performance ratings received within the past three years.

- (8) A listing of the nominee's professional technical papers or other
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publications, if any.

(9) A brief description of the nominee's current job duties and responsibilities, including the number of personnel supervised if applicable, and size and number of projects or programs for which the individual is directly responsible.

(10) A brief description of the nominee's job progression, including all Federal service and private sector experiences.

b. A narrative description of the nominee's specific contributions and achievements in the three fiscal years preceding the award which formed the basis for the nomination (not to exceed 1,000 words), including:

- (1) Efforts to improve the quality of design.
- (2) Team leadership, building and partnering.
- (3) Cooperation with interdisciplinary team members.
- (4) Efforts to simplify the design process.
- (5) Service to customers.

(6) Contributions to the landscape architectural profession within and outside USACE, including such items as teaching, publications, guest speaking engagements, and participation in professional societies.

(7) Mentorship and participation as a mentor for and/or advisor to intern and intermediate level landscape architects.

(8) Outside USACE activities and community support.

c. Samples of the nominee's work should illustrate the narrative descriptions and compliment the achievements which formed the basis for the nomination. These representative work samples should be in the form of half size working drawings or 8x10 color photographs.